

MICHIGAN DEPARTMENT OF CORRECTIONS

"Expecting Excellence Every Day"

MEMORANDUM

DATE: July 25, 2008

TO: Wardens
Administrative Officers
Procurement Officers
Office of Employment Readiness Employees

FROM: Larry Guerrant, Business Manager *Larry Guerrant via email*
Michigan State Industries

SUBJECT: Factory Relocation – Shoe and Sign Shop Operations

The MSI Shoe and Sign Shop operations are in the process of relocating to the Bellamy Creek Correctional Facility in Ionia, Michigan. The factory moves will combine Chair, Shoe, Sign, and Wood Furniture at the Bellamy Creek location, and should be completed by mid-August.

There will be no change in processing customer orders or shipping and delivery schedules during this time. We appreciate your business and apologize for any inconvenience due to our relocation of these two factories. You are a valued customer, and we are committed to provide you with the best possible service during this time.

LG/jr

Cc: Dennis Straub, CFA Deputy Director
William D. Wilson, Jr., OER Administrator